



SHOARS
STI/HIV Operations and Resource System

DHSP PARTNER REGISTRATION GUIDE

FOR PARTNERS WITHOUT A STATE OF MICHIGAN EMAIL ADDRESS

DHSP PARTNER REGISTRATION GUIDE

DHSP Partner,

Welcome to SHOARS! SHOARS is now the place to go to interact with the Division of HIV/STI Programs at the Michigan Department of Health and Human Services. To get started on your SHOARS journey, you will need to create a SHOARS profile – this guide is designed to take you step-by-step through the process to request SHOARS access, create a user profile, and access the services you need.

There are four distinct steps in creating your SHOARS profile.

1. Create an account with MILogin*
2. Request access to SHOARS in MILogin
3. Create a user profile in SHOARS
4. Submit the "+ Request Access" form in SHOARS

Please follow this guide to successfully register for your SHOARS account. If you have any questions or difficulty, please reach out to the SHOARS team at

MDHHS-SHOARS-Support@michigan.gov

Thanks!

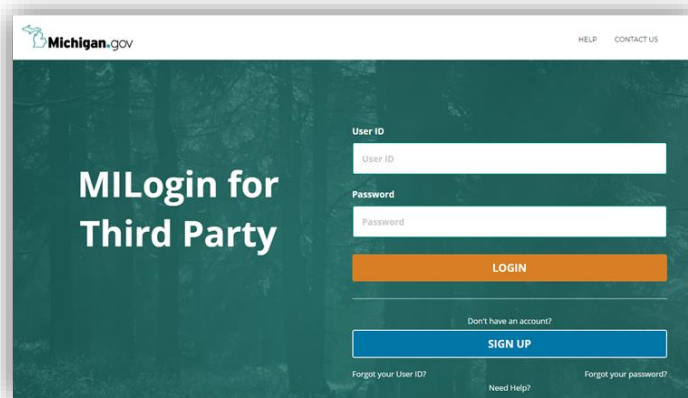
The SHOARS Team

**If you already have a MILogin account, you do not need to create a new one. You will be able to skip to step #2.*

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STEP 1: CREATE AN ACCOUNT WITH MILOGIN

1. Navigate on your browser to MILogin for Third Party ([MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov))

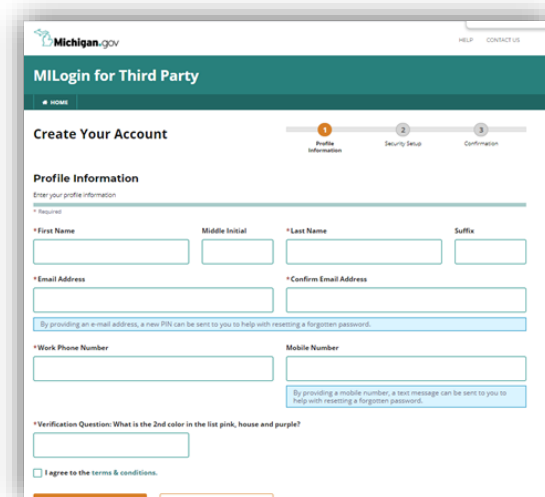


2. Begin creating an account by selecting “sign-up on the MILogin home page.

NOTE: If you already have a MILogin Third Party account you do not need to create a new one!

3. Fill out the “Create Your Account” form with all required information. This information includes:

- a. First and last name
- b. Email address
- c. Work phone number
- d. Answering the verification question



- [Home](#)

Create Your Account

1

2

3

✓ Profile Information

Security Setup

Confirmation

Security Setup

Provide user ID and password information to complete your profile

* Required

* User ID

desilvam1234

✓

✓ This user ID is available

* Password

✓

* Confirm New Password

✓

1

User ID Guidelines:

- Enter your last name, first initial, and any 4 numbers with no space between them. For example, John Smith and using 9999 as an example for the four digit number; you would enter smith9999.
 - User ID cannot contain spaces.

Password Guidelines:

- Must be at least 8 characters in length
 - Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - Special characters (34 !@#\$%^&*~_+=)
 - Should not be one of the last 3 used passwords
 - Should not be based on your user ID

* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email

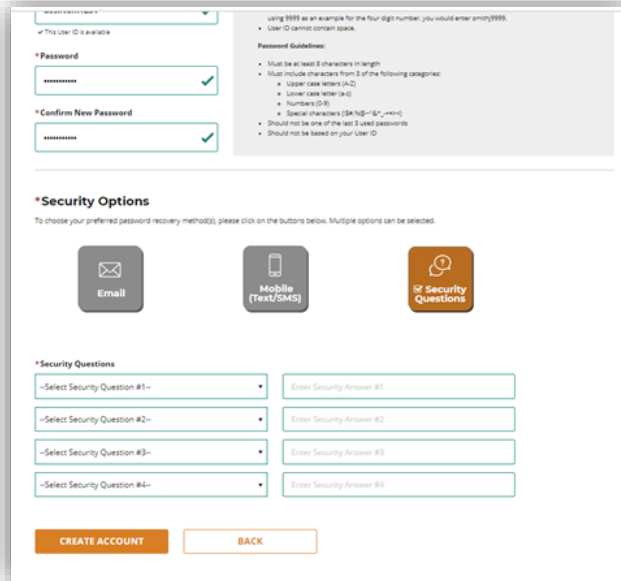
Mobile
(Text/SMS)

Security Questions

- November 2021

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6. Click “create account” to finish the process to create your MILogin account.



The screenshot shows a registration form with the following sections:

- User ID:** A dropdown menu with a checkmark indicating the User ID is available.
- Password:** A text field with a checkmark indicating the password is valid.
- Confirm New Password:** A text field with a checkmark indicating the password is confirmed.
- Password Guidelines:**
 - Using 9999 as an example for the four digit number, you would enter empty9999.
 - User ID cannot contain space.
 - Password Guidelines:**
 - Must be at least 8 characters in length
 - Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - Special characters ([!@,^&*~<>_+=])
 - Should not be one of the last 3 used passwords
 - Should not be based on your User ID
- Security Options:**

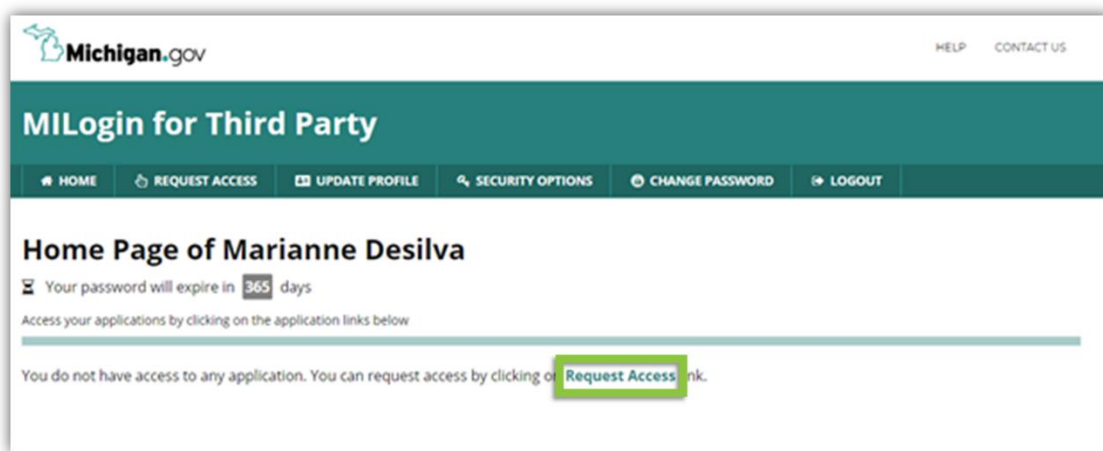
To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

 - Email:** A button with an envelope icon.
 - Mobile (Text/SMS):** A button with a mobile phone icon.
 - Security Questions:** A button with a question mark icon.
- Security Questions:**
 - Four rows of dropdown menus for selecting security questions and text fields for entering answers.
- Buttons:** **CREATE ACCOUNT** (orange) and **BACK** (white with orange border).

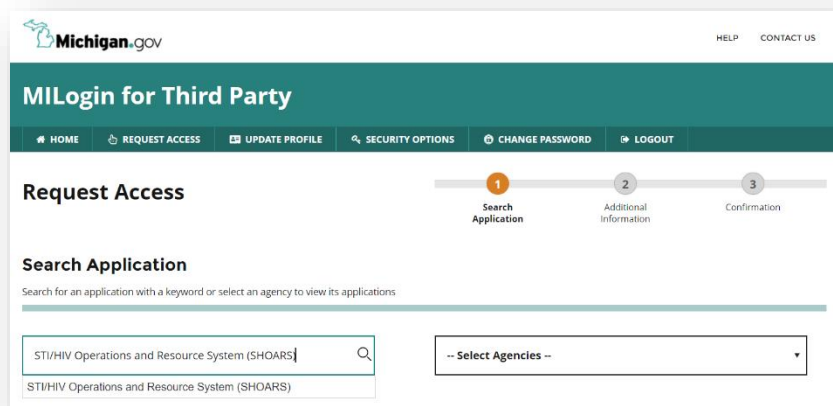
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STEP 2: REQUEST ACCESS TO SHOARS THROUGH MILOGIN

1. After you create your account in MILogin, you will be taken to your MILogin “Home Page.” At the bottom of this page, click on the teal text that says “Request Access.”

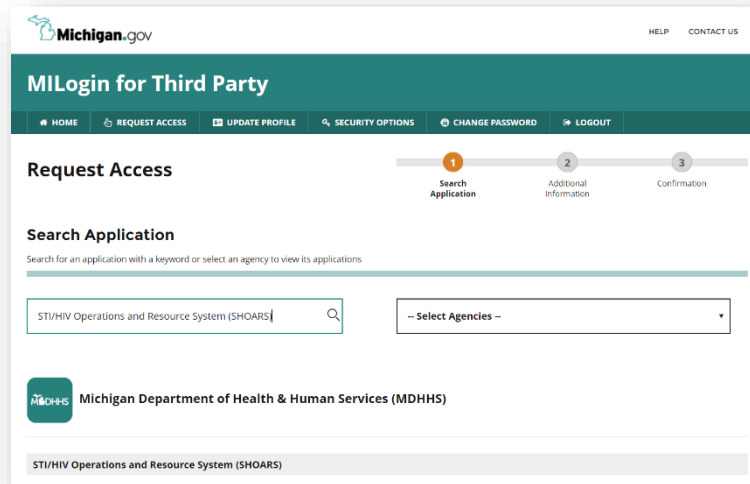


2. Search for STI/HIV Operations and Resources System (SHOARS) in the application search bar.

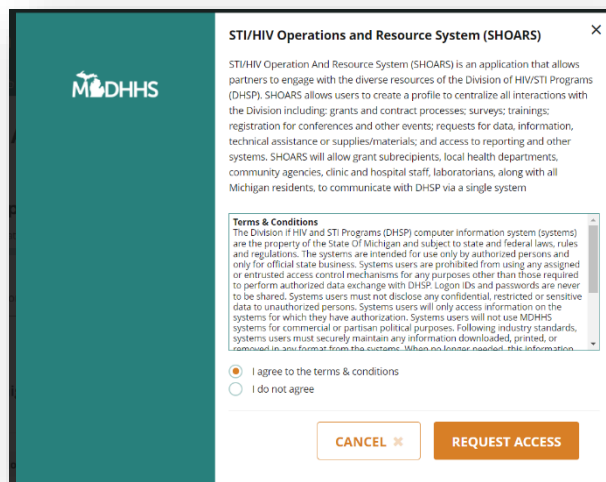


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3. Select "STI/HIV Operations and Resources System." It will be labeled under the MDHHS logo.



4. Agree to the terms and conditions. Click "Request Access."





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5. Enter your email address and phone number. Click submit and you will receive a confirmation pop-up.

MILogin for Third Party

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPT

Request Access

Additional Information

Provide following information to submit your a

* Required

* Email Address
desilvam1234@mailinator.com

* Work Phone Number
716-777-4444

SUBMIT RESET

MILogin for Third Party

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

Request Access

1 2 3

✓ Search Application ✓ Additional Information Confirmation

Confirmation

✓ Success

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

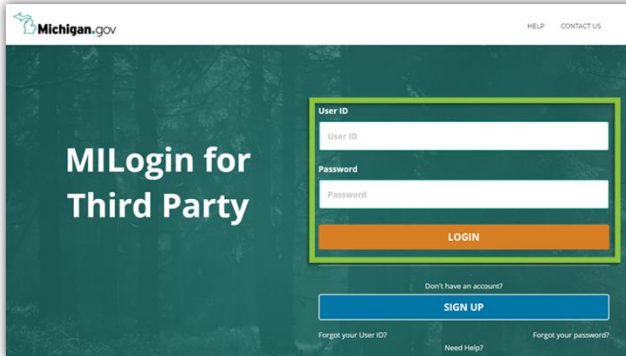
HOME

NOTE: After you submit, access will be granted on a rolling basis. You will have access no later than the end of the business day you make the request but may be granted sooner.

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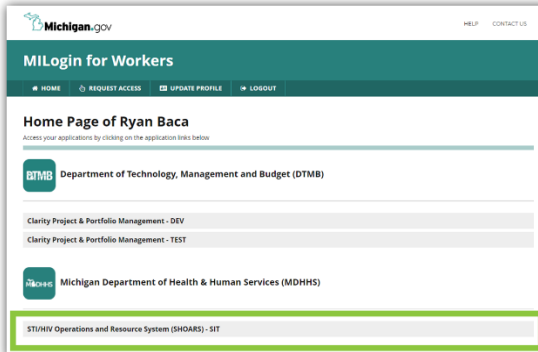
STEP 3: CREATE A USER PROFILE IN SHOARS

1. After you have been given access to SHOARS – you'll receive a confirmation email – return to the MILogin homepage for third party users ([MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov)). User the username and password you have created.



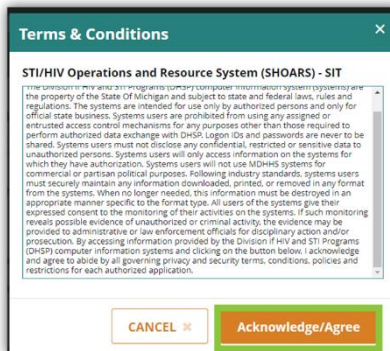
NOTE: You will return to this homepage to access SHOARS in the future. This is the webpage for SHOARS.

2. After you login through MILogin, you'll be taken to a list of all the programs you can access through the State of Michigan. Select STI/HIV Operations and Resource Systems (SHOARS).



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3. Agree and acknowledge to the terms and conditions.



Terms & Conditions

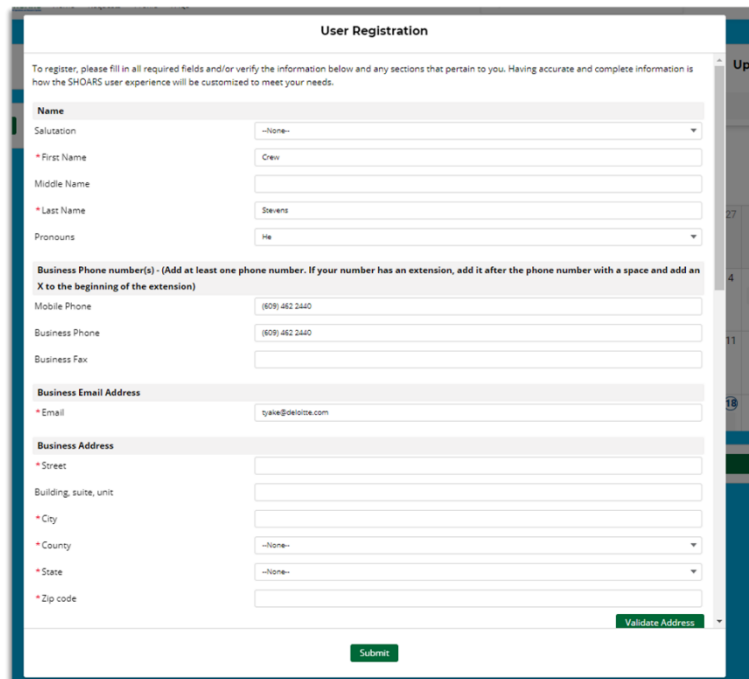
STI/HIV Operations and Resource System (SHOARS) - SIT

The information contained in this system is the property of the State of Michigan and is subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with DHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Division of HIV and STI programs (DHSP) computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

CANCEL **Acknowledge/Agree**

4. The first time you visit SHOARS, you will be asked to create a SHOARS user profile with DHSP-required information. This is to make sure that when you request something in SHOARS, DHSP can better serve you. The following information is required:

- a. First and last name
- b. Email Address
- c. Business/Affiliation name
- d. Business/Affiliation position
- e. Business/Affiliation address
- f. Identify the area you are involved



User Registration

To register, please fill in all required fields and/or verify the information below and any sections that pertain to you. Having accurate and complete information is how the SHOARS user experience will be customized to meet your needs.

Name

Salutation: --None--

* First Name: Crew

Middle Name:

* Last Name: Stevens

Pronouns: He

Business Phone number(s) - (Add at least one phone number. If your number has an extension, add it after the phone number with a space and add an X to the beginning of the extension)

Mobile Phone: (800) 482 2440

Business Phone: (800) 482 2440

Business Fax:

Business Email Address

* Email: tyala@deloitte.com

Business Address

* Street:

Building, suite, unit:

* City:

* County: --None--

* State: --None--

* Zip code:

Validate Address

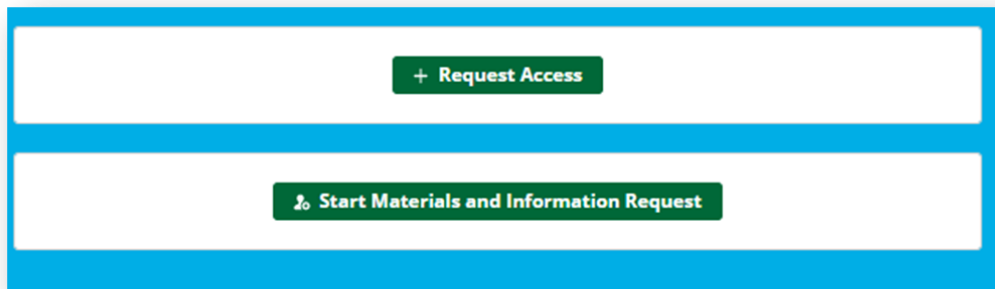
Submit

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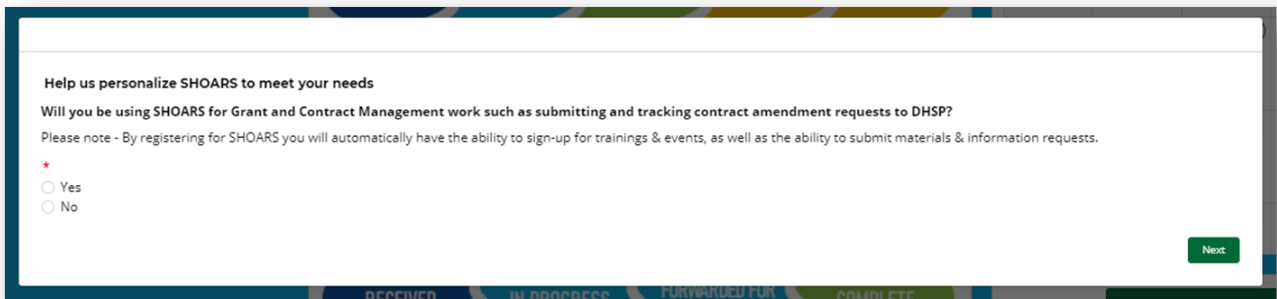
STEP 4: SUBMIT THE “+ REQUEST ACCESS” FORM IN SHOARS

NOTE: Anyone with SHOARS will have the access to to sign-up for trainings & events as well as can submit materials and information requests. If you need access to submit grant and contract management, please continue to request access as outlined in the next portion of our training.

1. Click “+ Request Access” to begin the process on gaining access to the Grants and Contract Management functionality of SHOARS.



2. Confirm you need SHOARS grants and contracts access.

A screenshot of a registration questionnaire. The title is 'Help us personalize SHOARS to meet your needs'. The question is 'Will you be using SHOARS for Grant and Contract Management work such as submitting and tracking contract amendment requests to DHSP?'. Below the question is a note: 'Please note - By registering for SHOARS you will automatically have the ability to sign-up for trainings & events, as well as the ability to submit materials & information requests.' There are two radio button options: 'Yes' and 'No'. A red asterisk is next to the 'Yes' option. A green 'Next' button is in the bottom right corner. At the bottom of the form, there is a progress bar with four stages: 'RECEIVED', 'IN PROGRESS', 'FORWARDED FOR REVIEW/REVISION', and 'COMPLETE'. The 'IN PROGRESS' stage is highlighted in green.

3. Complete the questionnaire based on your amendment-access level including if you are approver of agency representative. Your information must match what is linked to your name in EGrAMS to continue.